

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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December 21, 2004

FROM: BRIAN McCORMICK
Public Administrator/Coroner

SUBJECT: PURCHASE ORDER FOR INDIGENT CREMATION/BURIAL SERVICES

RECOMMENDATION: Authorize the Purchasing Agent to increase the current purchase order to Aaron/Mark B Shaw Mortuary Services from \$25,000 to \$60,000 to continue providing County Indigent Cremation/Burial services.

BACKGROUND INFORMATION: County Policy 11-05 requires County departments to seek Board of Supervisors approval when contracting for services with any one vendor in excess of \$25,000 per fiscal year. The Public Administrator/Coroner Department has spent a total of \$18,094 for 83 cases handled through the end of October 2004. A projection based on those figures could bring the total number of cases to be handled for the entire fiscal year to over 250. The Department solicited bids from mortuary/crematory service providers for the disposition of indigent remains required by the Department. The Department received three (3) bids from vendors who satisfied the requisite criteria, two of which have now merged business interests, and Aaron/Mark B Shaw Mortuary Services was the lowest bidder. Approval of this recommendation will insure continued funding of this program through the end of this fiscal year.

REVIEW AND APPROVAL BY OTHERS: This item was reviewed by the Purchasing Department (Allen Sanchez, Contracts Analyst, 387-2065) on December 7, 2004; County Counsel (Charles Larkin, Deputy County Counsel, 387-5433) on December 10, 2004; and the County Administrative Office (Marcia Faulkner, Administrative Analyst, 387-5408) on December 14, 2004.

FINANCIAL IMPACT: Funding for this purchase order in the amount of \$60,000 has been included in the 2004-05 Coroner Department budget.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the department's proposal and recommends this action based on the continuing need to provide for indigent cremation/burial services.

SUPERVISORIAL DISTRICTS: All

PRESENTER: Edward E Harter, Assistant Coroner, 387-2976

Record of Action of the Board of Supervisors

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